

Westminster Historic District Commission

MINUTES OF MEETING Wednesday, August 3, 2016 City Hall, 7:00 PM

I. Call to Order

- 1) Statement of Authority—The Westminster Historic District Commission derives its authority from Chapter 164, Article 9A of the City Code; which is derived from Md. Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation. The qualifications of the Westminster Historic District Commission are on file at the City Administration Building, 56 W. Main Street; the file is open to the public.
- 2) Roll Call
In attendance were Kristen McMasters, Chair, Dean Camlin, Vice-Chair, Commissioners L. Kevin Wagman, and Jane Kacmarski.
City staff: Sandy Anderson, Andrew Gray, William Mackey, and Missie Wilcox were present.
Guests: Ben Rodgers, Amy Wallace, Bruce Calvert, Terry Snyder, Nancy McCrickard, Bruce Devault-Edmondson, and Mitchell Devault-Edmondson were present.

II. Approval of Minutes

Commissioner Wagman made a motion to approve the July 6, 2016 meeting minutes. Commissioner Kacmarski seconded. The motion passed

III. Public Hearings

No public hearings were scheduled.

IV. Old Business

- 1) **Holiday House Tour** (update) – Mr. Mackey thanked the Commission for all their hard work and dedication volunteering for the City.

The Commission reviewed the Coordinator roles for the house tour. It was noted that Commissioner Hosfeld-Joseph had communicated prior to the meeting that tickets could be sold from the Birdie's Café website to help increase ticket sales. It was noted that other downtown businesses have sold tickets in the past for the previous house tours.

Ms. Wilcox presented materials from the last Belle Grove Square Holiday House Tour in 2010. Ms. Wilcox discussed the planned materials for the 2016 house tour booklet including a list of homes, the homeowners and the history of those homes. Ms. Wilcox recommended distributing rack cards around the City to generate interest. Commissioner Wagman requested that rack cards be distributed and made available before the Oyster Stroll.

At 7:30 the Homeowner and Docent meeting was opened.

Commissioner Jane Kacmarski conducted the docent training. Seven docent representatives were present from six homes and two churches. There was discussion regarding homes to be included in the 2016 Holiday House Tour. Chair McMasters explained potential homeowners had been contacted by letter.

Chair McMasters discussed flow during the house tour and that most participants would be located inside the Church of the Brethren listening to the entertainment. Regarding timeframe, it was agreed that 8 PM would be the end time. Chair McMasters would like the tickets distribution to start on November 1, 2016.

Street closures were discussed. It was agreed that Mr. Gray would contact the Police Department about the appropriate streets to close as part of the required event permit.

Chair McMasters informed docent representatives about the amount of people that could be expected for the tour and that weather plays a role. The Chair also mentioned there would be four free tickets for each home represented, so homeowners and docents can explore the other homes.

There was discussion about food and beverages. Nancy McCrickard of the Church of the Brethren discussed volunteering to arrange for home-baked cookies in the Church. Cider and cups are needed. Public works will take care of cleaning-up the luminaries.

The Commission closed the Homeowner and Docent meeting and returned to the regular agenda.

2) Spring and summer shots for Holiday House Tour (thank you poster)

There was discussion on the thank you posters including the inclusion of the year, the name *Belle Grove Square* and being able to sell the poster during and after the tour.

The Commission agreed to offer 11x17 posters for \$5 during the House Tour, and the Commissioners discussed recognizing homeowners at the Mayor and Common Council meeting on December 12, 2016.

Advertising was discussed. Commissioner Wagman advised not using newspapers but social media instead. Commissioners discussed the cost of advertising. Mr. Mackey suggested discussion on social media at a future meeting. The Commission decided to use spring shot number 7676 and summer shot number 5556 for the thank you poster.

V. New Business

- 1) No New Business was scheduled.

VI. Commissioner Reports

- 1) Chair McMasters requested more attention directed to Historic Tax Credits.
- 2) Vice-Chair Camlin reported that he was chosen to be a consultant for Warfield.
- 3) Commissioner Wagman would like HDC to assist Ellicott City recovery.

VII. Staff Report

- 1) Mr. Mackey thanked Ms. Anderson and Ms. Wilcox for their assistance at the meeting.

VIII. Public Comment

No public comment

IX. Adjournment

Vice-Chair Camlin made a motion to adjourn. Commissioner Wagman seconded. The motion passed. The Commission adjourned at 9:15 PM.